

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	XX	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/CO 2D-00, Hqs. Bldg.		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <p style="text-align: center;">Attached is a DRAFT copy of the "Missions and Functions of the Equipment Board" section of the OC Orders re-write.</p> <div style="border: 1px solid black; width: 200px; height: 80px; margin: 20px auto;"></div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
A/C/OC-E/SIG 806 Ames			11 Mar 74
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11 March 74

A. MISSION AND FUNCTIONS OF THE EQUIPMENT BOARD

The OC Equipment Board is responsible to the Director of Communications for making recommendations for the allocation of major resources for equipment expenditures. In discharging this responsibility, the Equipment Board will:

3. Review and validate OD&E research and development project proposals prepared in response to OC levied requirements prior to initiation; and will review ^{service} testing ~~and procurement~~ plans concerning equipment resulting from this effort. *Insert* →
2. Review and make recommendations for inclusion in the OC standard product line new covert and staff equipment/ systems prior to the allocation and expenditure of major resources. *Insert as per 2* →
3. Periodically, review the utilization of equipment resources, insuring maximum benefits are being obtained from resources expended.
4. Oversee the activities of the Test Equipment Working Group (TEWG).

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B. MEMBERSHIP

The OC Equipment Board will consist of the following membership:

Chairman	Deputy Director of Communications (voting)
Member	Chief of Operations, OC (voting)
Member	Chief, Engineering, OC (voting)
Member	Chief, Services, OC (voting)
Member	Chief, Programs & Budgeting Staff, OC (voting)
Member	Chief, Communications Security Staff, OC (voting)
<u>Secretary</u>	Appointed by Chief, Engineering, OC (non-voting)

C. PARTICIPANTS (NON-VOTING)

~~Participation in the OC Equipment Board meetings by non-voting participants is encouraged when such participation will contribute to a better understanding of the programs or problems being reviewed by the Board. Non-voting participation is left to the discretion of individual Board members.~~

D. PROCEDURES

Items for consideration by the Board are welcome from any employee. Such items must be in written form following the format listed below and routed through appropriate channels to the Board Chairman.

1. Statement of the problem.
2. Facts pertaining to the problem.
3. Discussion.

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4. Recommended action.

E. ADMINISTRATIVE

Meetings will normally be held on the second Tuesday of each month but may be changed or cancelled at the discretion of the Board Chairman.